

**Berkley School Committee Annual Meeting
May 10, 2021**

AGENDA ITEM #1: CALL TO ORDER, PLEDGE OF ALLEGIANCE & REORGANIZATION OF COMMITTEE

The Annual Meeting of the Berkley School Committee was held at the Berkley Middle School Cafeteria on Monday, May 10, 2021. Mrs. Weber, Chairman, called the meeting to order at 6:34 PM, followed by the Pledge of Allegiance.

Present

Jennifer Vincent
Jilleen Solomon
Daniel Fagan
Tara Weber
Kaitlyn Robichaud

Other

Thomas Lynch, Superintendent
Patricia Silvia, Executive Assistant to Supt. & S.C.
Jennifer Francisco, Principal, BCS
Kimberly Hebert, Principal, BMS
Andrea Porter, Business Administrator
Timothy McCarthy, Head of Bldgs. & Grounds
Melissa Eakins-Ryan
Laura Dietz
Diane Maxwell (remote)

The meeting was electronically recorded by Berkley Cable. Diane Maxwell was in attendance via Google Meet.

Mr. Lynch welcomed new School Committee member Kaitlyn Robichaud.

Mr. Lynch called for nominations for Chairperson.

It was moved by Mrs. Vincent and seconded by Mrs. Solomon to nominate Tara Weber **Chairperson**.
It was moved by Mrs. Vincent and seconded by Mrs. Solomon to **close nominations for Chairperson**.

Vote to close nominations: **Mr. Fagan – AYE**
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent – AYE

Vote Tara Weber Chairperson: **Mr. Fagan – AYE**
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent – AYE

It was moved by Mrs. Solomon and seconded by Mr. Fagan to **nominate Jennifer Vincent Secretary**.
It was moved by Mrs. Solomon and seconded by Mr. Fagan to **close nominations for Secretary**.

Vote to close nominations: **Mr. Fagan – AYE**

Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent - AYE

Vote Jennifer Vincent Secretary: **Mr. Fagan – AYE**
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent – AYE

The following Subcommittee appointments were made by the Chair:

Negotiations: Mr. Fagan, Mrs. Solomon

Policy: Mrs. Vincent, Mrs. Robichaud

School & Community Relations: Mrs. Robichaud

Budget: Mr. Fagan, Mrs. Weber

Somerset Berkley Regional School Committee: Mrs. Vincent

Teacher Sick Leave Bank: Mrs. Solomon (Thomas Lynch, Adm. Rep.)

Facilities Planning: Mrs. Weber, Mrs. Solomon

AGENDA ITEM #2: APPROVE BILLS AND PAYROLLS

It was moved by Mrs. Vincent, seconded by Mr. Fagan and VOTED to approve the bills and payrolls.

Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon - AYE
Mrs. Vincent – AYE

AGENDA ITEM #3: APPROVE AND SIGN MINUTES

It was moved by Mrs. Vincent, seconded by Mrs. Solomon and VOTED to approve the regular meeting minutes of April 12, 2021 and the Executive Session minutes of April 12, 2021 as written.

Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon - AYE
Mrs. Vincent – AYE

AGENDA ITEM #4: CORRESPONDENCE AND ENCLOSURES

Enclosures:

- School Committee meeting minutes, 4/12/21
- Principals' Reports
- Proposed SC Meeting Schedule 2021/22
- MSBA communication, 4/14/21
- Policy Subcommittee minutes (5/5/21)
- 2nd Policy Reading: Indemnification of Members Policy #1260

- Award & Memorial memo (Ghilarducci Theater)
- Expenditure Report, May 2021
- Trimester Grade Reporting Proposal
- School Improvement Plans, BCS & BMS, 2021/22
- Field Trip Policy #5530
- Late Night & Overnight School Sponsored Student Travel Policy #5531
- Custodial Bid Summary 2021/22
- Enrollment, 5/1/21

One Copy Folder

- Newsletters
- Charles Levesque, retirement letter

Night of Meeting Folder

- Award & Memorial Memo, Thomas J. Lynch Technology Center
- Executive session information envelope

AGENDA ITEM #5: PUBLIC INPUT

AGENDA ITEM #6: EDUCATIONAL REPORTS

AGENDA ITEM #6a: PRINCIPALS' REPORTS

BCS: Mrs. Francisco reported on the new rock garden, recyclable material projects, Grades 1-4 dance shows, Staff Appreciation Week, PBIS VIP certificates, and MCAS.

BMS: Mrs. Hebert reported on Staff Appreciation Week, Cradles to Crayon Campaign, MCAS, Grade 8 Scholar Leader, Debate Club, Unified Sports, Grade Luau and Graduation, outdoor classroom and grade 8 high school decisions.

AGENDA ITEM #6b: PRESCHOOL PROGRAM

As reported last month, Mrs. Abrego and Mrs. Cogar looked into the option of offering a full-day PK program. At this time, we will not move forward with the full-day PK option. After reviewing new registrations, it was discovered that not only do we not have enough students to fill the program, but we would not have enough space for almost 50% of our three year olds and would have to do a lottery.

Mrs. Francisco stated the survey results provided good information to determine needs going forward. There will be a slight shift next year as we will offer two 5-half day programs, one 5-day in the morning and one 5-day in afternoon in each class in addition to the 2 and 3 day programs. Mrs. Cogar is sending letters to families this week to provide specific information about the program their child is invited to attend next year.

AGENDA ITEM #7: ADMINISTRATIVE & SCHOOL COMMITTEE REPORTS

AGENDA ITEM #7a: SOMERSET BERKLEY REGIONAL SCHOOL COMMITTEE

Mrs. Vincent reported that formula changes are under review by the Regional Planning Board.

AGENDA ITEM #7b: PROPOSED MEETING SCHEDULE 2021/22

Scheduled accepted as presented.

AGENDA ITEM #7c: MSBA/BCS STATEMENT OF INTEREST

The MA School Building Authority (MSBA) Board of Directors voted to invite the Statement of Interest (SOI) for the Berkley Community School into the MSBA's Eligibility Period. The 270-day period formalizes and streamlines the beginning of the MSBA's grant approval process and benefits the town by providing definitive schedule for the completion of preliminary requirements, assisting with the determination of financial and community readiness, and identifying needs for planning and budgeting. Successful completion of all activities in the eligibility period will allow the town to be eligible for an MSBA invitation to feasibility study.

Mr. Lynch stated the biggest issues are the windows in the back wing, gym floor, roof, seal/corking on the sides of the building that leak and concrete in the front and on the side of school. The feasibility study is estimated to cost between \$200-500K. A Building Committee would be formed, bids would go out for a design construction company to do the feasibility study to determine project costs.

AGENDA ITEM #7d: JUNE SCHOOL COMMITTEE MEETING

The Committee agreed to meet at 6 PM on June 7 prior to Town Meeting.

AGENDA ITEM #7e: POLICY SUBCOMMITTEE

Policy Subcommittee met with administrators on May 5 to review the Student Placement (Promotion & Retention) & Progress Reporting Policy #5170, which requires approval by the School Committee to change the reporting system. The principals reviewed a proposal to move to trimesters next year for all grades. They have the support of their School Councils, parents and teachers to change the reporting system from four terms to three terms.

AGENDA ITEM #8: UNFINISHED BUSINESS

AGENDA ITEM #8a: POLICY READING

It was moved by Mrs. Solomon, seconded by Mrs. Vincent and VOTED to approve deletion of Indemnification of Members Policy #1260.

Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent - AYE

AGENDA ITEM #8b: AWARD & MEMORIAL READING

It was moved by Mrs. Solomon, seconded by Mr. Fagan and VOTED to rename the Berkley Middle School stage the Christopher & Marjorie Ghilarducci Theater.

**Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent - AYE**

Mrs. Francisco read a request, on behalf of the administrative team and staff of the Berkley Public Schools, that the Berkley School Committee, in recognition of Mr. Lynch's retirement, vote to rename the Berkley Community School Computer Lab the Thomas J. Lynch Technology Center.

It was moved by Mrs. Vincent, seconded by Mrs. Solomon and VOTED to rename the Berkley Community School Computer Lab the Thomas J. Lynch Technology Center.

**Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent - AYE**

AGENDA ITEM #8c: BERKLEY SCHOOL DEPARTMENT BUDGET 2020/21

Mr. Lynch reported that furniture and supplies are being ordered for the Berkley Community School Science, Technology, Engineering and Math (S.T.E.M.) Lab/Discovery Zone and the Berkley Middle School Digital Learning/S.T.E.M. Lab.

AGENDA ITEM #9: NEW BUSINESS

AGENDA ITEM #9a: PROPOSAL TO CHANGE STUDENT REPORTING SYSTEM

A proposal was reviewed to change the student reporting system from quarters to trimesters. As stated in Policy 5170.5 "Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents/guardians and the Superintendent who will submit the proposal to the School Committee for consideration and approval."

It was moved by Mrs. Solomona, seconded by Mrs. Vincent and VOTED to approve the change for student reporting from quarters to trimesters effective the 2021/22 school year.

**Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent - AYE**

AGENDA ITEM #9b: SCHOOL IMPROVEMENT PLANS 2021/22

School Improvement Plans for BCS and BMS for 2021/22 were circulated; approval will be requested at the June meeting.

AGENDA ITEM #9c: GRADE 8 FIELD TRIP

Mrs. Hebert presented information and requested approval for an overnight field trip to Washington, DC for Grade 8 students next June. This class was not able to have the Camp Bournedale experience the last two years because of the pandemic. Grade 8 teachers and Mr. Lynch are in agreement with this change; it fits with the curriculum and would be scheduled in June after MCAS with the same tour company used by Somerset Middle School. Two or three fund-raising opportunities will occur during the year and partial scholarships will be available to needy families. In-school learning will be provided for students who chose not to go on the trip.

It was moved by Mrs. Vincent, seconded by Mr. Fagan and VOTED to approve the overnight field trip for Grade 8 to Washington, DC in June, 2022.

**Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent - AYE**

AGENDA ITEM #9d: AWARD BID – CUSTODIAL SUPPLIES

It was moved by Mrs. Vincent, seconded by Mrs. Solomon and VOTED to approve custodial bids as follows: Recommendation: Conlon #3, 4, 9, 10, 11, 16, 20; Land Tek #1, 2, 5, 6, 12, 17, 19; Pyramid #18; WB Mason #7, 13, 14, 15.

**Vote: Mr. Fagan – AYE
Mrs. Weber – AYE
Mrs. Solomon – AYE
Mrs. Vincent - AYE**

AGENDA ITEM #9e: CONTRACT RENEWALS – WHITSON'S FOOD SERVICE, TMLP E/RATE

The USDA/DESE has approved the continuation of free school meals through June 30, 2022. With the assistance of the USDA and federal grants, the cafeteria account is in good standing and will not need any transfers at this time as we will turn a profit this year. Our contract with Whitson's Food Service to manage our cafeteria is in Year 2. It is recommended that the Committee vote to renew the contract with Whitson's Food Service for one year.

We have been approved by E-Rate to receive 40% or \$7,920 for year 2 of our internet service contract with TMLP. It is recommended that the Committee vote to renew the contract with TMLP for E/Rate internet service.

It was moved by Mrs. Vincent, seconded by Mrs. Solomon and VOTED to renew the contract with Whitson's Food Management Service for one year and to renew the contract with TMLP for E/Rate internet service for one year.

**Vote: Mr. Fagan – AYE
Mrs. Weber – AYE**

Mrs. Solomon – AYE

Mrs. Vincent - AYE

AGENDA ITEM #9f: ACTION ON DIRECT CERTIFICATION FOR FREE & REDUCED-LUNCHES & ACTION ON PARTICIPATION IN FREE & REDUCED PRICE LUNCH PROGRAM

In accordance with federal regulations, the Superintendent recommends that the School Committee approve participation in the free and reduced-price lunch program for the 2021/22 school year. Participation in the program enables the Berkley School Department to receive food commodities from the state. This is an annual approval.

It was moved by Mrs. Vincent, seconded by Mrs. Solomon and VOTED to approve participation in the free and reduced-price lunch program for the 2021/22 school year.

Vote: Mr. Fagan – AYE

Mrs. Weber – AYE

Mrs. Solomon – AYE

Mrs. Vincent - AYE

AGENDA ITEM #9g: SURPLUS ITEM

It was moved by Mrs. Vincent, seconded by Mrs. Solomon and VOTED to vote the 2000 Chevrolet GMT400 Dump truck a surplus item.

Vote: Mr. Fagan – AYE

Mrs. Weber – AYE

Mrs. Solomon – AYE

Mrs. Vincent - AYE

AGENDA ITEM #10: SUPERINTENDENT'S PERSONNEL REPORT

AGENDA ITEM #10a: RESIGNATION/RETIREMENT

Sarah White, Paraprofessional, BMS

Charles Levesque, Maintenance & Grounds/Custodian, BCS

AGENDA ITEM #10b: APPOINTMENT/TRANSFER

Jason Pombo, LT Sub Paraprofessional, BMS

AGENDA ITEM #11: EXECUTIVE SESSION

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to enter Executive Session at 7:13 PM in accordance with MGL Chapter 30A, Sec. 21 to discuss strategy with respect to collective bargaining and/or litigation in preparation for negotiations with union and non-union personnel and to return to open session only to adjourn.

Vote: Mrs. Weber – AYE

Mr. Fagan – AYE

Mrs. Vincent – AYE
Mrs. Solomon - AYE

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to exit Executive Session at 7:30 PM and to return to open session only to adjourn.

Vote: Mrs. Weber – AYE
Mr. Fagan – AYE
Mrs. Vincent – AYE
Mrs. Solomon - AYE

AGENDA ITEM #12: ADJOURNMENT

It was moved by Mr. Fagan, seconded by Mrs. Solomon and VOTED to adjourn at 7:30 PM.

Vote: Mrs. Weber – AYE
Mr. Fagan – AYE
Mrs. Vincent – AYE
Mrs. Solomon - AYE

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jennifer Vincent', written in a cursive style.

Jennifer Vincent, Secretary